



Local Enterprise Incentives Rules, Regulations and Applications

These regulations were created by the Office of Economic Development for the purpose of assisting property owners, businesses and leaseholders in qualifying for local Enterprise Zone Two incentives, as approved by City Council. Please contact the Enterprise Zone Administrator at 540/853-5405 or zoneadministrator@roanokeva.gov for more information.

Table of Contents:

- INCENTIVE #1: Parking Lot with Landscaping Grant
- INCENTIVE #2: Partial Real Estate Tax Exemption of Rehabilitated Buildings
- INCENTIVE #3: Development Fees Rebate
- INCENTIVE #4: Water, Fire and Sewer Hookup Fees Grant

Parking Lot with Landscaping Grant for Enterprise Zone Two

These grants are available in Enterprise Zone Two for commercial, industrial, and mixed use buildings at least 15 years old or older with an unpaved parking lot contributing runoff to a city maintained detention pond. Application must be made to the Economic Development Authority of the City of Roanoke, Virginia (EDA), prior to doing any work. Once approved, the EDA will grant one third of the cost of paving and landscaping required by the current zoning ordinance, up to \$25,000. Annually, at least \$50,000 will be appropriated for this program.

Purpose of the Program:

The purpose of these grants is to lengthen the life of the city's detention ponds, while making parking lots more attractive with landscaping. The city hopes to encourage investment and improvement of real property in Enterprise Zone Two.

Application Process:

1. Owner of record must complete and sign the application form before submitting it to the City of Roanoke's Office of Economic Development at 117 Church Avenue. Submission must be prior to the issuance of a land disturbance permit and before beginning work.
2. The EDA, at its next regularly scheduled meeting, will review and approve or disapprove the application. The EDA meets on the second Wednesday of every month. Unless applications are received at least one week prior to the meeting date, they will not be considered until the next meeting.
3. Either the Office of Economic Development or the EDA may require further descriptions of the project, including sketches or other visual aids, before making a final decision.
4. A maximum of \$25,000 or one third of the total parking lot with landscaping cost, whichever is less, may be granted if the project qualifies and funds are available.
5. Only investment in the parking lot and landscaping is eligible for reimbursement. No costs for engineering or other related design services will be considered.
6. Grant funds will be paid on a reimbursement basis, upon receiving verifiable receipts and a picture(s) of the completed project.
7. All work under the grant must be completed within 45 days of the date indicated as the expected date of completion on the application, unless an extension is granted by the EDA.
8. Applicants must comply with all applicable laws, rules and regulations.



Parking Lot with Landscaping Grant Application for Enterprise Two

To: Enterprise Zone Administrator

As a part of the Enterprise Zone Two program, the EDA will provide a grant of up to one third of investment in parking lot and landscaping costs, capped at \$25,000 per grant.

Date: _____

Printed name of legal owner(s): _____

Signature of legal owner(s): _____

Contact telephone numbers: _____

Applicant: _____

Applicant contact phone number: _____

Street address of building: _____

Tax Parcel Number of property upon which the building is located: _____

Description of proposed improvements (attach additional page(s) for information as needed): _____

Estimated cost of paving parking lot and landscaping improvements: _____

Estimated completion date: _____

I have attached the following:

- ☐ Photographs of the existing parking area
- ☐ Scaled Drawings showing all work proposed for parking lot improvement and associated landscaping
- ☐ List of materials
- ☐ Cost Estimate(s) from contractor

I understand I will need to submit the following documents when the project is completed in order to receive the grant: construction contract and/or receipts documenting investment, photograph of completed project, and such other documents as the EDA or City may request, such as Certificate of Occupancy or Final Inspection. I understand the Economic Development Authority must approve this application before work begins on the project or I may not be eligible for this grant.

Please return this application with attachments to the Office of Economic Development, 117 Church Avenue, Roanoke, VA 24011.

Date Rec'd: _____ EDA Approval: _____ Completion: _____ Check # & Date: _____ Grant Date: _____

Partial Real Estate Tax Exemption of Rehabilitated Buildings in Enterprise Zone Two

(See Roanoke City Code Sections 32-101.1 et. seq.)

A real estate tax exemption may be available for businesses within Enterprise Zone Two for increasing, through substantial rehabilitation or renovation, the assessed value of an existing commercial or industrial building. In order to qualify for the exemption, a structure shall meet all of the following criteria:

1. Be no less than 15 years of age and located within Enterprise Zone Two.
2. Be rehabilitated or renovated so as to increase the assessed value of the structure by at least \$50,000 or more.
3. Be designed for and suitable for commercial or industrial use after completion of such rehabilitation or renovation.
4. The structure has not received an exemption under Division 5, Exemption of Certain Rehabilitated Real Property.
5. The rehabilitation or renovation must be completed within one year after the date of the filing of the application for exemption in EZ Two.
6. Applicants must obtain all applicable building permits for the work to be done.
7. All work must be done in accordance with all applicable laws, rules, and regulations.

The types of substantial rehabilitation or renovation improvements considered as increasing the assessed value are limited to those made to the actual qualifying structure only. Other improvements, fees or costs will not be considered.

Any new additions to the qualified structure of any additional square footage over the pre-rehabilitated square footage will not be considered as increasing the assessed value of this qualifying structure or eligible for or considered for the tax exemption since the purpose of this incentive is to encourage rehabilitation or renovation of existing structures. The exemption provided shall not apply when any existing structure is demolished or razed and a replacement structure is constructed.

The amount of the exemption from real property taxation shall be an amount equal to the difference in the appraised value of the structure immediately before rehabilitation or renovation and immediately after rehabilitation or renovation, as determined by the Director of Real Estate Valuation. This amount only, on a fixed basis, shall constitute the exemption, notwithstanding subsequent assessment or reassessment. The exemption shall commence July 1 of the tax year following completion of renovation and approval of the application. The exemption shall run with the real estate for a period of five years in EZ Two. Only one exemption under this division may be applicable to any qualifying structure during the life of the qualifying structure. The maximum tax exemption for any qualifying structure is \$75,000 over the five-year period in EZ Two. Upon transfer of ownership of the rehabilitated building, the tax exemption remains with the building for the duration of the eligibility period.

Application, which is made to the Director of Real Estate Valuation, with a copy to the Office of Economic Development, must include:

1. Completed Partial Tax Exemption Application form (see next page).
2. \$50.00 processing fee.
3. Such other information as may be requested by the Director of Real Estate Valuation.

At this point, an appraiser from the Office of Real Estate Valuation will arrange with the owner for an “on-site” appraisal of the building prior to any rehabilitation or renovation work. When the rehabilitation or renovation work is completed, the owner should arrange with the Office of Real Estate Valuation for an “on-site” appraisal of the building in its completed condition within 30 days of completion. The Director of Real Estate Valuation will review information, and upon approval authorize an exemption for qualifying projects. For qualified projects, the tax exemption begins on July 1 of the tax year following completion of the rehabilitation or renovation and approval of the application.



Application Partial Real Estate Tax Exemption of Rehabilitated Buildings in Enterprise Zone Two

To: Director of Real Estate Valuation

I hereby request partial exemption from real estate taxes on the following building to be rehabilitated or renovated, pursuant to Roanoke City Code Sections 32-101.1 et. seq. Further, I certify the information contained in this application is to the best of my knowledge both correct and true. Given under my hand this _____ day of 20____ .

Printed name of owner(s): _____

Signature of owner(s): _____

Contact telephone numbers: _____

Non-refundable Processing fee: \$50.00 Make checks payable to: "City of Roanoke, Treasurer"

SHADED BOXES FOR INTERNAL OFFICE USE ONLY

Application No/Date	Completion Deadline	Tax Map Number

Owner's Legal Name(s): _____

Mailing Address: _____

Phone number(s) 8 a.m. – 5 p.m.: _____ Home: _____ Other: _____

Property Address: _____

Property type: Commercial__ Industrial__

Building age (must be at least 15 years of age): _____

Exemption Type: __ Enterprise Zone Two — **Five Years**

Before Date	Appraiser	Land	Building	Total
Comp Date	Appraiser	Land	Building	Total

Owner(s) agree to provide such other information as may be requested by the Director of Real Estate Valuation.

Estimated cost of rehabilitation work: \$ _____

Building permit numbers: _____

Detailed description of work (use additional sheets if necessary): _____

Please return this form and \$50 check made payable to "City of Roanoke, Treasurer" to: Office of Real Estate Valuation, 215 Church Avenue SW, Room 250, with a copy to the Office of Economic Development, 117 Church Avenue. Please call 540/853-5405 with any questions.

Date Received	Date Copy Sent to Economic Development

Building Permit & Comprehensive Development Plan Review Fees Rebate for Enterprise Zone Two

Refund of development fees (building permit and comprehensive development plan review) may be available for business firms, property owners or leaseholders authorized to make improvements investing in new construction or in rehabilitation of an existing building. Buildings must be located in Enterprise Zone Two, be for-profit and commercial or industrial in nature. The following limitations apply:

Amount Invested	City Rebates
\$1,000,000 or more	100%
\$900,000-\$999,999.99	90%
\$800,000-\$899,999.99	80%
\$700,000-\$799,999.99	70%
\$600,000-\$699,999.99	60%
\$500,000-\$599,999.99	50%
\$400,000-\$499,999.99	40%
\$300,000-\$399,999.99	30%
\$250,000-\$299,999.99	20%
\$125,000-\$249,999.99	10%
\$0-\$124,999.99	0%

Application must include:

1. Complete Building Permit & Comprehensive Development Plan Review Fees Rebate Application form (see next page).
2. Receipts documenting the total investment in new building construction or in rehabilitation of an existing structure.
3. A copy of the permanent certificate of occupancy.
4. Original receipts documenting paid building permit and comprehensive development review fees.

Rest of page intentionally left blank.



**Building Permit & Comprehensive Development Plan Review Fees
Rebate Application Enterprise Zone One A or Two**

To: Enterprise Zone Administrator

As a part of the Enterprise Zone program, the City will provide up to a 100% rebate of Building Permit fees and Comprehensive Development Plan Review fees based on new building construction investment and/or building rehabilitation investment subject to the following limitations:

Amount Invested	City Rebates
\$1,000,000 or more	100%
\$900,000-\$999,999.99	90%
\$800,000-\$899,999.99	80%
\$700,000-\$799,999.99	70%
\$600,000-\$699,999.99	60%
\$500,000-\$599,999.99	50%
\$400,000-\$499,999.99	40%
\$300,000-\$399,999.99	30%
\$250,000-\$299,999.99	20%
\$125,000-\$249,999.99	10%
\$0-\$124,999.99	0%

Based on new construction investment of \$ _____ I do hereby request a _____% rebate of development fees.

Date: _____

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvements): _____

Signature of applicant: _____

Contact telephone numbers: _____

Street address of building: _____

The following documents are attached, which are required in order to process the application:

☐ Construction contract and/or receipts documenting construction investment by applicant

☐ Permanent Certificate of Occupancy

☐ Receipts documenting payment of building permit and comprehensive development plan review fees

☐ Such other information as may be requested by the City

Please return this form to: Enterprise Zone Administrator, Office of Economic Development, 117 Church Avenue, Roanoke, VA 24011, 540/853-1213 (fax). Please call 540/853-5405 with any questions.

Date Received _____

Check# _____

Water, Fire and Sewer Hookup Fees Grants for Enterprise Zone Two

Grants from the Economic Development Authority of the City of Roanoke, Virginia, equal to an amount up to the amount of Water, Fire and Sewer hookup fees may be available for business firms, property owners or leaseholders authorized to make improvements investing in new construction or in rehabilitation of an existing building. Buildings must be located in Enterprise Zone Two, be for-profit and commercial or industrial in nature. Grant amount will be an amount equal to the following percentage of water, fire, and sewer hookup fees paid (without interest) subject to the caps below:

Amount Invested	Grant Percent
\$1,000,000 or more	100%
\$900,000-\$999,999.99	90%
\$800,000-\$899,999.99	80%
\$700,000-\$799,999.99	70%
\$600,000-\$699,999.99	60%
\$500,000-\$599,999.99	50%
\$400,000-\$499,999.99	40%
\$300,000-\$399,999.99	30%
\$250,000-\$299,999.99	20%
\$125,000-\$249,999.99	10%
\$0-\$124,999.99	0%

Water Hookups Capped at

Size	Cap
5/8"	\$ 1,500
3/4"	\$ 1,515
1"	\$ 1,600
1 1/2"	\$ 2,300
2"	\$ 2,500
3"	\$ 3,960
4"	\$12,300
6"	\$14,010
8"	actual cost up to \$20,043
10-12"	actual cost up to \$22,079

Sewer Hookups Capped at

Size	Cap
5/8-6"	\$ 1,500
8"	actual cost up to \$3,750
12"	actual cost up to \$7,500

Fire Hookups Capped at

Size	Cap
4"	\$10,300
6"	\$10,800
8"	\$13,300
10"	\$15,000
12"	actual cost up to \$22,250

Application must include

1. Water, Fire and Sewer Hookup Fees Grant Application form (see next page).
2. A copy of construction contract or receipts sufficient to document the amount of investment in new building construction or in rehabilitation of an existing structure.
3. A copy of the permanent Certificate of Occupancy or final inspection certificate.
4. Original receipt documenting payment of water, fire and sewer hookup fees.
5. Such other information as may be requested by the City.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Office of Economic Development of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.



Water, Fire & Sewer Hookup Fees Grant Application for Enterprise Zone Two

To: Enterprise Zone Administrator

As a part of the Enterprise Zone program, the EDA may provide a grant equal to an amount up to 100% of water, fire and sewer hookup fees for business firms, property owners or leaseholders authorized to make improvements undertaking new building construction or rehabilitation within Enterprise Zone Two. Grant amount will be an amount equal to the following percentage of water, fire, and sewer hookup fees paid (without interest) subject to the caps below:

Amount Invested	Grant Percent
\$1,000,000 or more	100%
\$900,000-\$999,999.99	90%
\$800,000-\$899,999.99	80%
\$700,000-\$799,999.99	70%
\$600,000-\$699,999.99	60%
\$500,000-\$599,999.99	50%
\$400,000-\$499,999.99	40%
\$300,000-\$399,999.99	30%
\$250,000-\$299,999.99	20%
\$125,000-\$249,999.99	10%
\$0-\$124,999.99	0%

Water Hookups Capped at

Size	Cap
5/8"	\$ 1,500
3/4"	\$ 1,515
1"	\$ 1,600
1 1/2"	\$ 2,300
2"	\$ 2,500
3"	\$ 3,960
4"	\$12,300
6"	\$14,010
8"	actual cost up to \$20,043
10-12"	actual cost up to \$22,079

Sewer Hookups Capped at

Size	Cap
5/8-6"	\$ 1,500
8"	actual cost up to \$3,750
12"	actual cost up to \$7,500

Fire Hookups Capped at

Size	Cap
4"	\$10,300

6"	\$10,800
8"	\$13,300
10"	\$15,000
12"	actual cost up to \$22,250

Based on new construction investment of \$_____ I do hereby request a grant equal to ____% of water, fire and sewer hookup fees.

Date: _____

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvements):

Signature of applicant: _____

Contact telephone numbers: _____

Street address of building: _____

The following documents are attached, which are required in order to process the application:

___ Construction contract and/or receipts documenting new construction investment

___ Permanent Certificate of Occupancy

___ Receipts documenting payment of building permit and comprehensive development plan review fees

___ Such other information as may be requested by the City

Please return this form to: Enterprise Zone Administrator, Office of Economic Development, 117 Church Avenue, Roanoke, VA 24011, 540/853-1213 (fax). Please call 540/853-5405 with any questions.

Rec'd _____ Date to EDA _____ Date of Grant _____ Check# _____